

**SNP Administrative Review Findings****Clinton Prairie School Corporation (1160)****Program Year 2018****Clinton Prairie School Corporation (1160)**

2390 South County Road 450 W  
Frankfort, IN 46041-0000

**Food Service Contact**

Ms. Jill Pollard  
Food Service Director  
(765) 659-3305

**Executive Contact**

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No. of Sites / Reviewed: 2 / 1

Month of Review: April 2018

**Certification and Benefit Issuance - Clinton Prairie School Corporation (1160)***126. Certification Benefits/Issuance Review Method, applications correctly approved?***Finding 9017: The application approval process is not implemented correctly.**

Based on the selected students, eligibility determination errors were found, as listed on the SFA-1. A second source of income was overlooked on one application and the number of household members was incorrectly calculated on another application.

**Corrective Action:**

The sponsor will be mindful of the number of income sources and household members. A random double-check will occur for some applications. The households will be given 10 calendar days notice of a decrease in benefits while the household receiving an increase in benefits will receive the increase immediately. Additional response is not required.

**Technical Assistance:**

Application errors and corrections were discussed the day of review.

*133. Direct Certifications correctly certified?***Finding 9000: Other Finding**

One student who was directly certified for free benefits was receiving reduced benefits based on income.

**Corrective Action:**

The sponsor will ensure direct certification matches are correctly certified. The household's benefit was increased immediately. Additional response not required.

**Technical Assistance:**

Direct certification requirements were discussed the day of review.

**Verification - Clinton Prairie School Corporation (1160)***207. Verified applications on file match FNS-742 and Off Site question #200?***Finding 9036: Verified applications on file do not match number reported on FNS-742.**

The SFA's response to question #200 of the Off-site Assessment Tool and the number of Verified applications reported on the FNS-742 are inconsistent with the number of Verified applications on file. The sponsor verified four applications rather than three.

**Corrective Action:**

The sponsor will ensure to verify the exact number of applications needed for the traditional verification process. Additional applications may be verified for cause at any time but should be reported separately (in section 6) in the verification summary report. Additional response not required.

**Technical Assistance:**

Verification requirements were discussed with the sponsor the day of review.

*208. Confirmation Review – documentation on file, required procedures followed?***Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

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A confirmation review will be conducted for all manually processed applications. Since the food service director approves the applications, the person performing verification will also serve as the confirming official. Additional response is not required.

**Technical Assistance:**

Confirmation review requirements were discussed the day of review.

**General Program Compliance - Clinton Prairie School Corporation (1160)***810. Non-discrimination on appropriate Program materials?***Finding 9000: Other Finding**

Some materials on the foodservice website contained an incorrect non-discrimination statement while the statement was missing on some foodservice materials.

**Corrective Action:**

The sponsor will ensure all program materials contain the most current non-discrimination statement. Additional response is not required.

**Technical Assistance:**

The correct non-discrimination statement can be found at <https://www.doe.in.gov/nutrition/scn-civil-rights-requirements>. Civil rights requirements were discussed with the sponsor the day of review.

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9000: Other Finding****Technical Assistance:**

The is reminded to make public the most recent assessment of the wellness policy. Since this has occurred very recently the sponsor will post it with the policy once it is approved by the school board.

*1219. Validate OFS #1209 - Employees outside of the School Nutrition Program with School Nutrition Program duties receive training?***Finding 9000: Other Finding****Technical Assistance:**

Sponsor is reminded annual training must occur for non-foodservice staff with duties related to the program. All training must be documented.

*1400. Food safety plan – contain required elements, copy available at each school?***Finding 9000: Other Finding****Technical Assistance:**

The reviewer discussed food safety plan requirements with the sponsor the day of review. Plans should be customized for each school corporation.

*1500. Reports submitted to State agency as required?***Finding 9000: Other Finding****Technical Assistance:**

Regarding a charging policy, the sponsor must address how debt will be recovered and at what point it becomes bad debt. Meal charging policy information can be found at the following link: <https://www.doe.in.gov/nutrition/snp-pricing-guidance>.

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1602. *On-site observation validate Off-Site Assessment Tool responses to SFSP & SBP Outreach questions?*

**Finding 9009: SFSP & SBP Outreach information on the Off-site Assessment Tool not validated, or deficiencies found.**

**Technical Assistance:**

The sponsor was informed of the requirement to communicate SFSP availability to students even if SFSP is not operated by the school corporation. A link to SFSP information can be found here: <https://www.doe.in.gov/nutrition/summer-food-service-program>. Summer site availability will be posted in May or June.



**SNP Administrative Review Findings**

**Clinton Prairie School Corporation (1160)**

**Program Year 2018**

**Clinton Prairie Elementary (0981)**

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Ms. Jill Pollard  
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(765) 659-3305

Month of Review: April 2018

**Meal Components & Quantities - Clinton Prairie Elementary (0981)**

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

**Finding 9000: Other Finding**

**Technical Assistance:**

Milk substitution requirements were discussed the day of review since changes have occurred since the last review.